

**AGENT LICENSING DIVISION**

P.O. Box 517  
Frankfort, KY 40602-0517  
(502) 564-6004

<http://doi.ppr.ky.gov/kentucky/>

**REQUEST FOR  
WAIVER OF RENEWAL PROCEDURES  
or  
EXEMPTION FROM EXAMINATION  
or  
EXTENSION FOR CONTINUING EDUCATION  
DUE TO ACTIVE MILITARY SERVICE DEPLOYMENT**

\_\_\_\_\_  
(Licensee Name)

\_\_\_\_\_  
(Social Security Number)

(\_\_\_\_\_)\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Street or Post Office Address)

\_\_\_\_\_  
(City, State, and Zip Code)

**PLEASE CHECK APPROPRIATE REQUEST:**

\_\_\_\_\_ Waiver of Renewal Penalties and Sanctions.\* Attachments required:

- Explanation of which renewal procedures should be waived and why.
- Documentation proving or affidavit swearing to the dates of active military service and deployment.

\_\_\_\_\_ Waiver of Continuing Education Requirements.\* Attachments required:

- Explanation of why Continuing Education requirements could not be completed within the 2-year biennium period.
- Demonstrate that you have given a good faith effort to meet requirements prior to deployment.
- Documentation proving or affidavit swearing to the dates of active military service and deployment.

\_\_\_\_\_ Exemption of Examination.\* Attachments required:

- Explanation of which renewal procedures should be waived and why.
- Documentation proving or affidavit swearing to the dates of active military service and deployment.

\_\_\_\_\_ Extension of continuing Education Requirement.\* Attachments required:

- Explanation of why Continuing Education requirements could not be completed within the 2-year biennium period.
- Extension date \_\_\_\_\_ requested to complete the required continuing education hours (maximum 2 years). Include an explanation of why this specific period is needed.
- Demonstrate that you have given a good faith effort to meet requirements prior to deployment.
- Documentation proving or affidavit swearing to the dates of active military service and deployment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NOTE:** The Office will review request on a case by case basis and will notify you in writing whether your request has been granted or not.